

Dear Parents/Guardians;

## Safety Information

1. Please check in at the school office when you come in to the school during the school day (between 9:00 and 3:00). We very much encourage parent participation and presence in the school but need procedures in place for safety reasons. If volunteering time in a classroom or for a PAC event/program (like the lunch program) during the school day please sign in and then sign out when you leave so if there is an emergency (fire, earthquake) we have a record of you being in the building. If you would like to spend time on the playground at recess and lunch please first report to the office where you will be provided with a safety vest so you can be easily identified on the school grounds. Please do not be offended if asked by a staff member to identify yourself and explain your reasons for being on the grounds or in the school - they are just doing their job to keep students safe.
2. Traffic safety is always an area of concern, particularly immediately before and after school - THANK YOU for improved use of the "drop zone" in front of the school. Traveling WEST along 20th allows for a smooth flow of traffic along the drop-off zone and allows for SAFE drop off onto the sidewalk. PLEASE train your children to exit the car on the CURB side of the street instead of stepping out into traffic. If you choose to park on the South side of 20th PLEASE walk your child the end of the street where there is a stop sign and cross there - PLEASE train your children to cross at the stop signs instead of crossing mid-street - with so many students crossing 20th in front of traffic, it is only a matter of time before someone gets hit. Better yet - walk or ride to school! Or park a block or two away and walk to school to help reduce vehicle congestion in front of the school at both drop off and pick up times.  
We have a dedicated group of students and parents who volunteer their time to be "traffic monitors" - if interested in volunteering some time before or after school to supervise the flow of traffic for the safety of our students, please see me so I can add you to the schedule.  
\*\* PLEASE remind your child (and other children!!) to walk bikes and scooters and to carry skateboards when on school grounds between hours of **8:30 and 3:15** – and to keep out of the parking lot, as cars may not see riders as they are backing up.
3. Emergency "Comfort Kits" are being sent home with students this week. Please "refresh and return" these kits as soon as possible. If your child does not yet have a comfort kit at school, please create one and send it to school with your child as soon as possible. The "Comfort Kit", as the name implies, is a small packet of items to bring "comfort" to your child IF ever in a situation that requires them to have to stay at school for prolonged periods of time due to an emergency such as an earthquake or lockdown. The items should easily fit into a medium sized zip lock

bag. Typical items included: A family photo and an encouraging note, energy or cereal bars (2), a juice box, a compact rain poncho (or large garbage bag), an emergency blanket (Aluminized polyethylene - reflects heat back to body) and possibly a small note book and pen or pack of cards. The school is well stocked with emergency first aid and shelter supplies and water. We also have some canned food stored.

4. Student Emergency Information is collected for Capilano students using an online system called ePACT (emergencies – Prepare, Act, Connect, Thrive). Families new to the school and those not yet in the ePACT system will be contacted via email with an invitation to upload emergency information. All families already in the ePACT database will receive update reminders to ensure we have current information. There are many advantages to using the ePACT system in terms of making sure the school has required information, and information is held in a private, safe and secure system. For more information please visit the website: <https://beta.epactnetwork.com/us> If you choose **not** to use the ePAC system please contact the school as soon as possible as there are forms that you will be required to fill out as soon as possible to provide us with important emergency information. PLEASE update/complete ePACT information at your earliest convenience as it relates to your child's safety.
  
5. If your child takes medications that must or may need to be administered during the school day (this includes emergency medications/treatments such as EpiPens) please be advised that there are certain protocols in place. EpiPens should be with the student at all times (if possible provide a second EpiPen to be stored at the office). Any other medications must be stored in the school office (please do not send ANY medications to school with a child in their back pack or lunch kit). A form must be completed by the prescribing doctor and handed in to the office before administration of any medications by school personnel is allowed. Parents are welcome to come to the school to administer medications themselves if a doctor form has not been completed.